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HOW TO EXECUTE THE GRANT AGREEMENT

INTRODUCTION

You will receive a grant award document (CD-450 Financial Assistance Award) signed by your Department of Commerce grants officer. **The CD-450 form must be signed and returned within 30 days from the date the grant award notification packet is mailed**. This officially executes the grant award. If the signed copies are not returned within the 30-day period, NTIA may declare your grant award to be null and void.

BACKGROUND

The CD-450 form will be mailed to the grantees via surface mail. [*The grant award document, i.e., CD-450 and award terms and conditions are also available at*

http://oamweb.ossec.doc.gov/aboutOAM_organization_GMD.html.] In signing the document, your organization agrees to comply with the provisions, terms and conditions of the grant award.

The CD-450 form will incorporate by reference the applicable federal cost principles, policy and regulatory references that will govern the award and construction terms. It will also include the following information:

- Award period
- Grant budget
- The name and contact information for the BTOP Federal Program Officer and the Grants Officer and Specialist assigned to your project
- Special award conditions
- Department of Commerce Financial Assistance Standard Terms and Conditions
- The American Recovery and Reinvestment Act Terms and Conditions

HOW TO COMPLETE THE AGREEMENT

The CD-450 form requires a counter-signature on all three copies by your Authorized Organization Representative (AOR). The recipient should retain one original and return the other two originals to the address listed in the award document. Please check to make sure that the information on the CD-450 is complete and accurate. If you believe an item is incorrect, contact your BTOP Federal Program Officer.

RESOURCES

The following are resources for completing the CD-450 form:

- Office of Acquisition Management Web site:
http://oamweb.ossec.doc.gov/aboutOAM_organization_GMD.html
- Your assigned BTOP Federal Program Officer
- BroadbandUSA.gov

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